

AIDS AND GUIDANCE FOR PREPARATION OF
THE FY 79 APP REPORT (PART II)

OVERALL: Do not adjust goals your components established on the FY 78 APP, nor any of the historical data for FY 77 or prior years.

Page 1

When this page is used by the Career Service Subgroups, the Losses and Gains will include all three types of losses and gains on Page 1a. This provides a basis for Career Service review of personnel movement as it affects the individual offices. In developing the Career Service APP, however, this page will summarize only the losses and gains for Career Service and for the Agency. (Lines 3 and 4 & 7 and 8 of Page 1a.) The Office of Personnel will develop the Agency Loss and Gain statistics from the Career Service submissions, e.g., Lines 4 and 8 only on Page 1a.

Line 1 data should be taken from Line 1 on Page 1 of the FY 78 APP. This data is not to be adjusted. It is historical data.

Line 2 will be the same as Line 1, page 2 of the FY 78 APP. It is not to be adjusted.

The other lines are self-explanatory; the goal lines come from the FY 78 APP (do not adjust).

Page 1a

Lines 2 and 6 - Data on these lines reflects intra-Career Service PCS transfers. When collated for the Career Service the losses should match the gains in number as no employee reflected herein would

have left the Career Service in the move reported here. These numbers will not reflect in the Total Losses and Gains (Lines 4 and 6) on the Career Service consolidation.

Lines 3 and 7 - These lines reflect inter-Career Service transfers with a change of Career Service designation. The data on these two lines will not match for the Career Service report but when consolidated for the Agency, they should be equal, e.g., no employee reflected here has left the Agency in the move reported therein.

If for any reason your data on this page does not reflect the data on the computer list, please asterisk the number concerned and note on the back of the page the reason for and the number involved in the discrepancy.

Page 2

The totals on this page, both goals and "actual" will reflect on Line 9 and 10 of page 1.

Page 3

The data on this page supports the gross numbers for gains and losses on Page 1 and 1a. It provides the detail on the movement of personnel, intra and inter Career Service, "in" and "out" of the Agency, as well as conversions to professional status.

Pages 4, 5 and 6

Pages 4, 5 and 6 are important as evidence of personnel requirements; of temporary and permanent; intra and inter Career

Service; and advancement of employees to professional status. Please insure this data is as accurate as possible.

Page 4 - As noted on the page, the numbers on the chart reporting "Planned Lateral Entry (External)" of GS-12 and above professional personnel will also be included in the data for the larger scope report on Planned Professional Gains. The purpose of this chart is to identify the numbers of employees with significant prior work experience entering the Agency.

Page 5 - As noted in the covering memorandum, include all individuals who are or have been on rotational assignments during the year. Rotation, intra or inter, is directed to employee enrichment, hence the interest here is the number of individuals having the experience rather than how many jobs were filled.

Page 6 - The FY 78 estimated figures are taken from the related chart in the FY 78 APP. Do not adjust; if there have been organizational changes between Career Services which impact significantly on the estimates, note on the page.

Pages 7 and 8

The FY 78 estimates are taken from the related charts on the FY 78 APP.

The supplemental chart on these pages, Professional ODS and Promotions, is provided for comparative data and basis for percentages. The ODS line comes from Page 2, and professional promotion from the computer listing.

Pages 9 and 10

Same instructions apply here as for Professional except use the Technical employee data on Page 2 and from the computer listing.

Page 11

These are self-explanatory charts. The data for "Total Moves" comes from Page 4 and must match.

Page 12

The data for the EEO Core Objective Course percentages is taken from Page 13 report.

Page 13: Self-explanatory.

Page 14

Line 1 is historical data and is to be taken from the FY 78 APP.

Page 15

Report on the chart only those employees who are low ranked because of poor performance. We are not, in this report, concerned with low ranking because of an arithmetical requirement.

Line 7 reports only those in Line 1 who were low ranked in FY 76 but not so ranked in FY 77.

The sum of Lines 10 through 15, while not totalled on this page, should be at least the same as the number on Line 1. As noted on the page, remedial training should be reflected in the report only when that is the sole action and there is no reassignment or downgrading associated with it.

Pages 16 and 17: Self-explanatory.

Page 18

Self-explanatory. The average rating data for FY 75, 76 and 77 is taken from the FY 78 APP.

Page 19

Meetings or briefings reported here must be at least at the Office level for all employees. At the Career Service or Directorate level, meetings of complete categories, such as all clerical, all secretaries, all junior officers, all middle grade officers, or combination thereof, should be counted. Meetings of Office Chiefs or Deputies are normal events and not considered valid for this report.